

New Jersey Department of Education
Offices of Bilingual Education and Equity Issues and Bureau of Planning and Entitlement Grants
TITLE III SUPPLEMENTAL IMMIGRANT STUDENT AID
Fiscal Year 2003 Amendment Application Project Period 2/3/03 to 8/31/2003

1. PROJECT NUMBER: SISA _____-03		2. LEA: _____
		3. County: _____
4. Contact Person: _____		4a. Tel. # _____ 4b. Fax # _____
5. Address: _____		6. Approved Award FY 2003 \$ _____

8. EXPENDITURE CATEGORY	8a. FUNCTION OBJECT CODE	8b. TOTAL
INSTRUCTION: Personnel Services - Salaries	100-100	
Purchased Prof. & Tech. Services	100-300	
Other Purchased Services	100-500	
General Supplies	100-600	
Other Objects	100-800	
SUBTOTAL INSTRUCTION		
SUPPORT SERVICES		
Personnel Services - Salaries	200-100	
Personnel Services-Employee Benefits	200-200	
Purchased Prof.-Ed Services	200-300	
<i>Purchased Prof. - Ed. Serv.</i>	200-320	
Purchased Property Services	200-400	
Other Purchased Services	200-500	
<i>Travel</i>	200-580	
Supplies and Materials	200-600	
Other Objects	200-800	
<i>Indirect Costs</i>	200-860	
SUBTOTAL - SUPPORT SERVICES		
FACILITIES ACQUISITION & CONST SERVICE		
Buildings (Use Charge)	400-720	
Instructional Equipment	400-731	
Noninstructional Equipment	400-732	
SUBTOTAL - FACILITIES ACQ & CONSTR		
Schoolwide Programs: Abbott	520-930	
Schoolwide Programs: Non-	520-932	
TOTAL FUNDS		
GRAND TOTAL FUNDS		

9. To the best of our knowledge, we certify that this report is accurate.

Approved by Chief School Administrator: (Signature): _____ Date: _____
 Approved by Board Secretary/Sch. Bus. Admin.: (Signature): _____ Date: _____
 Board Approval Date: _____

FY 2003 Budget Amendment Approval For State Use Only

Denied		Approved		Date:	OSP Signature:
Denied		Approved		Date:	OGMD Signature:

INSTRUCTIONS FOR COMPLETING AMENDMENT APPLICATION FORM

NOTE: An Amendment Application must be submitted for the following reasons:

- The sum of all changes (measured cumulatively throughout the fiscal year) to a approved budget that exceeds fifty thousand dollars (\$50,000) or 10% of the total approved budget, whichever is less, or
- Transferring funds from an approved line item category to an unopened line item category, and/or
- Budget changes that will result in changes to the scope, objectives or timing of the program.

Items 1 – 5 Complete all the identifying information.

Item 6 Enter your district's approved FY 2003 award.

Item 7 Provide a brief but specific explanation of why funds will not be expended as originally approved. Clearly indicate the changes proposed (e.g. change in goals, objectives, and activities).

Items 8b Enter the total of the amendment for each line item and total at the bottom under grand total funds.

Item 9 Chief School Administrator and Board Secretary/School Business Administrator sign and date. Provide date that the Amendment Application was approved by the board of education.

Send the original of this Amendment Application by May 31, 2003 to:

Eunice Y. Couselo, Director
New Jersey Department of Education
Office of Specialized Populations
P.O. Box 500
Trenton, New Jersey 08625-0500

Please maintain a copy of the application in the district office.

New Jersey Department of Education
Office of Bilingual Education and Equity Issues
TITLE III SUPPLEMENTAL IMMIGRANT STUDENT AID FY 2003
Budget Detail

LEA Name: _____

PROJECT NUMBER: SISA_____03

Expenditure Category	Function Object Codes	Description/Itemization	Total
		Totals:	\$

INSTRUCTIONS FOR COMPLETING BUDGET DETAIL PAGE
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Use as many budget detail pages as needed.

Enter LEA name and project number.

Complete each column as described below for those costs to be fully or partially paid from Title III Supplemental Immigrant Student Aid.:

Expenditure Category column: List the expenditure categories in the same order as they appear on the Budget Summary.

Function Object Codes column: List the appropriate GAAP codes as they appear in the Budget Summary.

Description/Itemization column: List/describe the items(s) to be funded in each category by the five (5) areas as defined in the Budget Summary instructions. For the salary categories, list each position **separately** by title. Indicate if the employee receives a summer/stipend pay.

Note: Employee benefits (200-200) Separate fringe benefits fall into two categories:
Teacher's Pension and Annuity Fund (TPAF) and social security costs (FICA)
Other fringe benefits such as health benefits and group insurance.

A minimum of 15% of the budgeted salary for each TPAF member must be budgeted for TPAF and FICA Contributions.

Equipment: The item costs more than \$2,000.

Schoolwide Programs: are programs in which Title I funds are used to upgrade the entire educational program of a high-poverty school and in which title funds may be combined from other federal, state and local sources. Programmatically, schoolwide programs must meet the "intent and purposes" of the program funds included in the school. In order to use the schoolwide function/Objective Codes these funds must be used for schoolwide reform strategies that increase the amount and quality of learning time and help provide an enriched and accelerated curriculum for all children, according to a comprehensive plan to meet the state's high standards. If you are applying under the Schoolwide Programs area, all the items will be listed under the Function Object Code 520-930 or 520-932.